



## **Deputy Chancellor for Finance, Accounting and Operations**

**About the Education Achievement Authority:** The Education Achievement Authority is a new statewide system of schools responsible for the transformation of the lowest 5 percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan and have been assigned to the EAA by a district's Emergency Manager or the Michigan State Department of Education's Reform/Redesign Office. The EAA is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It was first implemented in Detroit in the 2012–2013 school year for possible expansion in 2013-14 to low performing schools throughout Michigan when and where appropriate.

**JOB TITLE:** Deputy Chancellor for Finance, Accounting and Operations

**REPORTS TO:** Chancellor

### **SUMMARY of POSITION:**

Under the direction of the Chancellor, the Deputy Chancellor for Finance, Accounting and Operations will have extensive background experience in the areas of finance, accounting and operations and will provide leadership to maintain financial stability and sustainability of the EAA to ensure the viability and success of its system of schools. The Deputy Chancellor for Finance, Accounting and Operations directs and manages the functions of the Division of Business and Fiscal Affairs; creates and develops efficient processes to enhance a positive internal control environment; provides for an equitable allocation of financial resources to EAA member schools in order for them to meet individualized learning needs of students; assures discipline, accountability, and transparency in the management of EAA resources; provides technical support to EAA member schools to ensure their appropriate use of financial resources; assures compliance with EAA policies, and state and federal laws. The successful candidate provides support and works with a sense of uncompromising cooperation with members of the Chancellor's Cabinet to ensure a unified effort in the achievement of EAA's goals and objectives.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

**The successful candidate should be able to :**

1. Serve as principal financial advisor to the Chancellor and Cabinet; provide leadership, direction and guidance in financial strategies and priorities; compiles, evaluate and analyze financial data, and recommend solutions to resolve financial issues; assures the financial activities and procedures are in compliance with all laws, policies, regulations and accounting standards;
2. Prevent the EAA from working with an unbalanced budget.
3. Plan, organize, and direct the activities of the Division of Business and Fiscal Affairs; direct finance programs and operations, monitoring the results to assure the Division achieves tactical goals and plans.

4. Provide leadership, management and direction to Division of Business and Fiscal Affairs staff;
5. Identify opportunities to institutionalize prudent financial management practices;
6. Develop efficient and accountable financial infrastructure in EAA practices and policies; manages assigned staff, and assigns tasks, programmatic responsibilities, and projects; evaluates performance, resolve workload and technical issues, and assure that goals are defined and achieved.
7. Design implements, and execute a weighted student funding formula to ensure the equitable allocation of financial resources.
8. Exercise independent judgment within policy guidelines; analyze issues and recommend solutions; assure compliance with state and Federal rules and regulations, and EAA policies and procedures.
9. Anticipate challenges to EAA business operations; review operational strategies and determine financial resource requirements and goals; organize operational priorities to assure proper management of the finance and accounting programs.
10. Analyze financial information on EAA operations; evaluate needs, and estimate financial resource requirements; review and monitor status reports, and recommend appropriate actions; prepare and present financial and enrollment forecasts; assure effective communication of financial issues.
11. Monitor Division's operations and internal financial controls; assure the quality of the financial activities, services and work products; prepare statistical analyses to evaluate trends and financial status; develop revenue and expenditure forecasts, and recommend budget adjustments.
12. Assure that finance functions, including payroll, financial reporting, student accounting, property tax, debt management, investment and cash management, financial statement preparation, and others are supported and directed by positive internal control and prudent financial policies.
13. Coordinate financial issues with EAA management staff, board, elected officials, outside agencies; interprets and explains EAA policies, procedures, rules and regulations.
14. Demonstrate courteous and cooperative behavior when interacting with students, clients, visitors, and EAA staff; acts in a manner that promotes a harmonious and effective workplace environment.
15. Promote the Chancellor's goals and priorities in compliance with all policies and procedures.
16. Maintains absolute confidentiality of work-related issues, records and EAA information.
17. Ensure that the EAA receives an external audit that is clean – free of citations and/or
18. accounting violations.
19. Regularly evaluate division performance relative to measurable student performance objectives.
20. Perform other duties as assigned by the Chancellor.

#### **EDUCATION AND EXPERIENCE:**

- MBA in Finance, Accounting or Business Administration, CPA, or MPA, PhD/EdD in Educational Leadership with applicable experience in Finance, Accounting, or Business Administration.
- Minimum of ten (10) years' experience managing financial operations of a large entity, public or private.

- Proven experience in school finance desirable but not required.
- Knowledge of:
  - Generally Accepted Accounting Principles and Generally Accepted Auditing Principles for Public Sector financial management, including payroll, treasury, grant funds and public debt management.
  - Government Accounting Standards Board (GASB), standards, recommended practices, rules and regulatory reporting requirements.
  - Legal, ethical and professional rules of conduct for public sector finance officers.
  - Federal and state fund accounting regulations, procedures, and accountability standards.
  - State and Federal laws governing public sector financial functions and funding.
  - Principles and practices of public sector administrative management, including strategic planning, budgeting, purchasing, contract management, customer service and employee supervision.
  - Techniques and practices for efficient and cost effective management of resources.
- Skill in:
  - Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal and state rules and regulations, and EAA policies and procedures.
  - Analyzing EAA needs, and prioritizing and promoting financial strategies to meet future needs.
  - Monitoring and interpreting financial documents, and assuring compliance with all regulatory requirements governing public sector financial activities.
  - Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
  - Using initiative and independent judgment within established procedural guidelines.
  - Maintaining complex financial and technical records, and forecasting revenues and expenditures.
  - Planning, organizing, and coordinating the work of Finance Department staff.
  - Developing cost estimates for labor contracts and negotiations.
  - Evaluating workflow and effectively prioritizing multiple tasks, projects and demands.
  - Preparing, reviewing and presenting management reports.
  - Answering questions, advising staff, and resolving problems on finance issues.
  - Assessing and prioritizing multiple tasks, projects and demands.
  - Establishing and maintaining effective working relationships with co-workers and clients.
  - Operating a personal computer using standard and specialized software.
  - Communicating effectively verbally and in writing.
- Additional Qualifications:
  - Must have an exemplary attendance record.
  - Must be able to verify whether U.S. citizen, resident alien, or otherwise authorized to accept employment in the U.S.
  - Must be physically able to perform the duties and responsibilities outlined with or without accommodations.

<b>FILING DEADLINE:</b>	Posted until filled
<b>SALARY:</b>	Commensurate with experience.
<b>LENGTH OF WORK YEAR:</b>	Twelve (12) Months
<b>EFFECTIVE DATE:</b>	Immediately
<b>METHOD OF APPLICATION:</b>	<b>All interested candidates should submit a letter of application and current resume to:</b>  Dr. H. MiUndrae Prince Assistant Chancellor, Human Capital, Equity and Accountability Education Achievement Authority of Michigan 3022 West Grand Boulevard, Suite 14-652 Detroit, Michigan 48202  By E-mail to: <a href="mailto:mprince@eaaofmichigan.org">mprince@eaaofmichigan.org</a>

The Education Achievement Authority does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities, or employment on basis of race, sex, color, national origin, creed, religion or handicap.